



Government of
Saskatchewan

Annual Report For the Year Ending March 31, 1987

Saskatchewan
Revenue and
Financial Services



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Letter of Transmittal



**Hon. J. Gary Lane, Q.C.
Minister of Revenue and
Financial Services**

Regina, Saskatchewan

The Honourable Frederick W. Johnston
Lieutenant Governor of Saskatchewan

Dear Sir:

I have the honour to submit herewith the Annual
Report for Saskatchewan Revenue and Financial
Services for the fiscal year ending March 31, 1987.

Respectfully submitted,

Hon. J. Gary Lane, Q.C.
Minister of Revenue and Financial Services

Deputy Minister's Transmittal

Regina, Saskatchewan

The Honourable
J. Gary Lane, Q.C.
Minister of Revenue and
Financial Services

Dear Sir:

I have the honour to present for your consideration the Annual Report of Saskatchewan Revenue and Financial Services for the fiscal year ending March 31, 1987.

The following are some highlights for Fiscal Year 1986-87:

- Assumed the responsibility for the Saskatchewan Pension Plan;
- Implemented the new Human Resource System;
- Processed 1.112 million payments;
- Conducted 97 Federal/Provincial Cost Share Claim audits for a total of \$378.3 million;
- Directly assisted with the setup, operation and dis-establishment of Sask. Expo;
- Collected \$605 million in taxes and other levies;

- Contacted 4,214 new and 396 existing businesses to help them understand their tax-related responsibilities;
- Completed 2,707 audits for total tax adjustments of \$9.6 million;
- Paid \$1.2 million in benefits under the Mortgage Interest Reduction Plan and the Mortgage Protection Plan;
- Administered the Provincial Disaster Assistance Program and the Farmer's Oil Royalty Refund Program;
- Assumed responsibility for the Stock Savings Tax Credit Program and the Corporate Tax Reduction for New Small Businesses Program;
- Audited and approved nearly 12,500 applications for the Capital Gains Tax Rebate Program;
- Administered nine pension plans and three employee benefit plans;



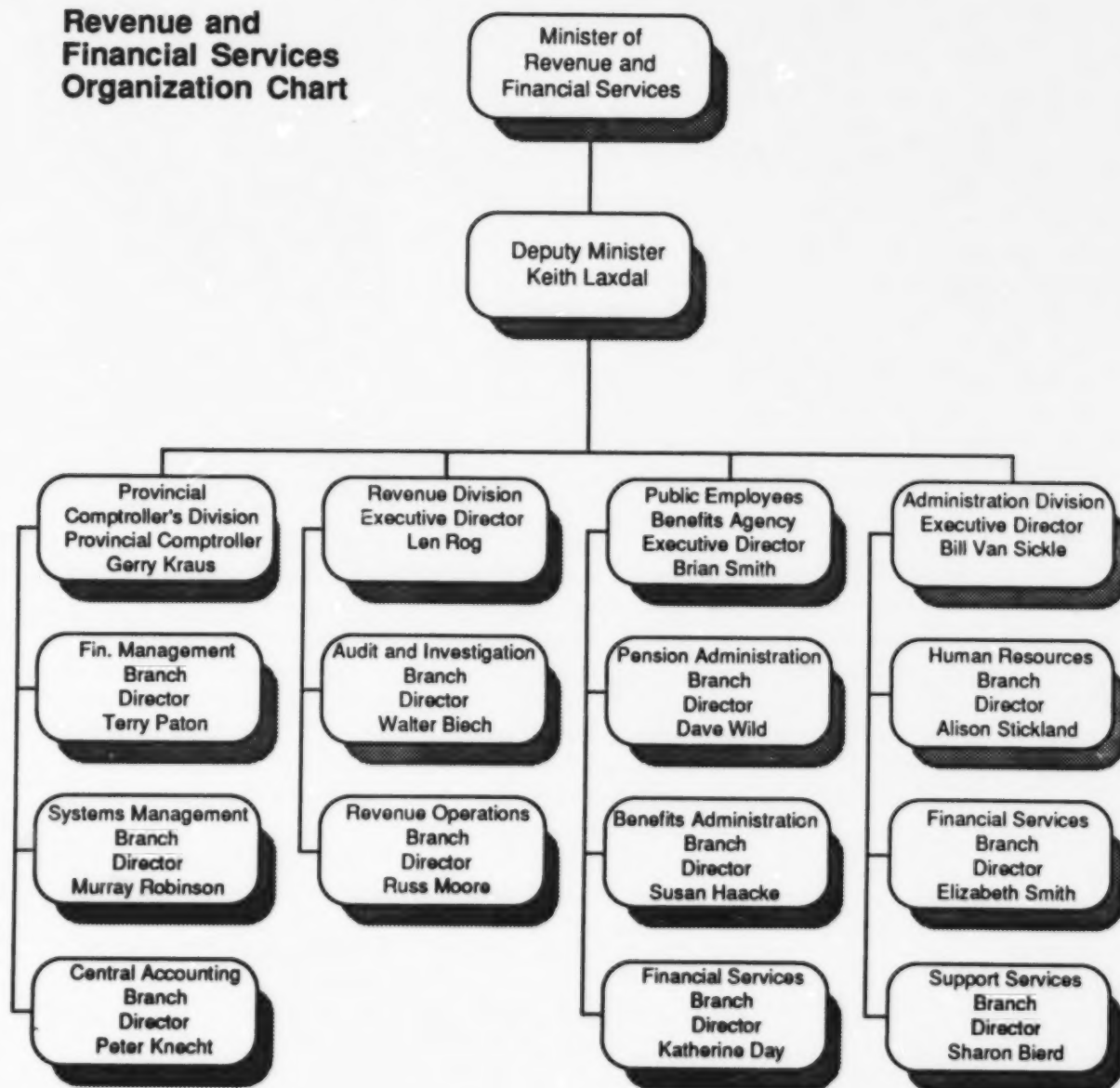
Keith Laxdal
Deputy Minister

- Declared a rate of 14.41% on the member's accounts in the Public Employees Superannuation Plan;
- Assumed responsibility in the Administration Division for a "Super Payroll" Unit providing payroll services to a total of eighteen departments.

Respectfully submitted,

Keith Laxdal
Deputy Minister

Revenue and Financial Services Organization Chart



Provincial Comptroller's Division

Provincial Comptroller's Division

The Provincial Comptroller's Division assists the government and the Legislature with their responsibility of managing and accounting for the public purse.

The Division has established three Branches which conduct complimentary activities that all work towards discharging the Provincial Comptroller's responsibilities. The Branches include the Central Accounting Branch, the Systems Management Branch and the Financial Management Branch.

Central Accounting Branch

The Central Accounting Branch is responsible for:

a) Issuing payments out of the Consolidated and Heritage

Funds (the principal funds of the Province);

b) Ensuring that payment requisitions are for authorized purposes, are in compliance with relevant Treasury Board policies and are charged to the correct appropriations;

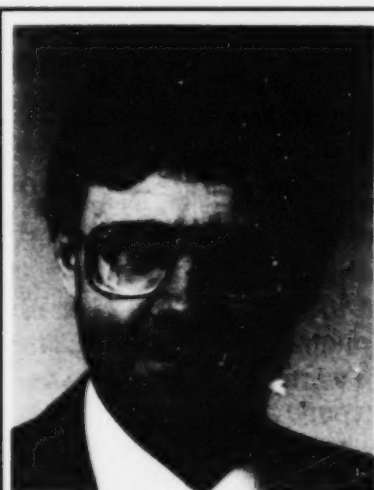
c) Ensuring that sufficient funds exist in the appropriation before making payment;

d) Maintaining a record of the revenues and expenditures of the principal funds and reporting to senior officials and to Treasury Board;

e) Preparing the annual Public Accounts for tabling in the Legislature;

f) Operating the centralized employee payroll system;

g) Operating the government's revenue and expenditure system which provides financial information to departments.



Gerry Kraus
Provincial Comptroller

1986-87 Activities

During 1986-87, the new Human Resource System was phased in and used by all but five departments by year-end. The efficiencies created by this system and from further efficiencies realized from the Revenue and Expenditure

Payments made by the Central Accounting Branch

	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>
Consolidated Fund	406,000	532,000	558,000
Salary	223,000	234,000	238,000
Pensions	126,000	135,000	140,000
Others	461,000	*121,000	176,000
Total	1,216,000	1,022,000	1,112,000

*Decrease due in part to elimination of Property Tax Rebate Programs.

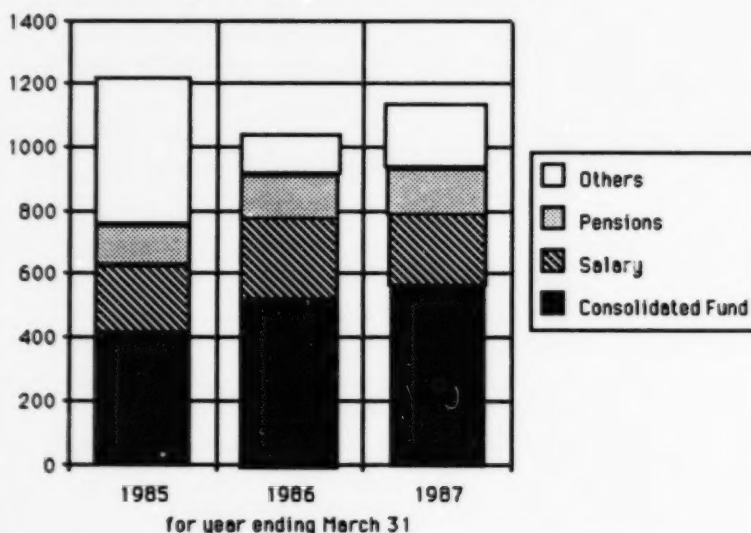
System contributed to a reduction in positions during the year to 64.2 from 77 (1985-86: 77 from 86.2). The position reduction was accomplished through attrition and by assisting permanent employees to find other suitable positions within the Government.

In 1986-87, the post-audit of payments to monitor compliance with administrative policy was upgraded and applied to payments made by the majority of departments. Under this approach, only the critical payment characteristics are reviewed prior to payment and a full audit is conducted on a sampling basis after payment has been made (post-audit).

A regular monthly system for reporting on the timeliness of payments was developed and automated in 1986-87. The reports advise each department of their performance, compares performance to the acceptable standard and also highlights their performance relative to all other departments.

In 1986-87, the Branch produced and mailed 1,112,000 payments. During the year, the Branch began to use automated cheque stuffing services from the Saskatchewan Property Management Corporation to

Central Accounting Branch Payments by Type (in thousands)



Central Accounting Branch Miscellaneous Operating Statistics

<u>Description</u>	<u>Quantity</u>
Vendor names and addresses maintained and updated on the Vendor File	217,000
Accounts maintained and controlled in the Chart of Accounts	58,000
Errors detected, on payment vouchers, through the audit process; returned to departments for correction	20,000
Phone calls received by government vendor payment inquiry service to clarify the status of payments	5,000

minimize the impact of peaks in volumes.

Production and storage cost savings as well as handling efficiencies were realized by substituting microfiche for computer printouts on approximately 35,000 report pages each month beginning in October, 1986.

Systems Management Branch

The Systems Management Branch is responsible for:

- a) Developing, implementing and maintaining the central computerized Budget Preparation, Revenue and Expenditure, and Human Resource (payroll component) Systems, on behalf of central agencies (Treasury Board, Public Service Commission, etc.), and departments;
- b) Developing automated solutions in response to requests for specific financial information;
- c) Educating users of the central systems by providing seminars, courses and users' manuals;
- d) Resolving user problems with the operation of the systems, and with the interpretation of output.

System Management Branch Miscellaneous Operating Statistics

<u>Description</u>	<u>Revenue and Expenditure System (RES)</u>	<u>Budget Preparation System(BPS)</u>
Main system programs maintained and run by programmer/analysts	60 - 70	25 -30
Report programs maintained and run by programmer/analysts	200	20
Report Recipient File	400	---
Terminals located throughout the government, hooked into the RES and BPS systems	150	---
Security profiles maintained and updated for system users	465	160
Training sessions provided to various departments by the Client Services Unit	29	8
Average number of phone calls per month, received by Client Services Unit, requesting assistance with the systems, reports, equipment, etc., for both RES and BPS	300 - 400	---

1986-87 Activities

1. Revenue and Expenditure System

During the year, emphasis was placed on stabilizing the systems and continuing to improve the efficiency of the programs. Work also continued on problems identified by the departmental committee and a revised set of monthly expenditure reports was placed into production on April 1, 1986.

In addition to the new monthly reports a facility for report distribution that enables report recipients to receive only the reports or portions of reports they need was made available. Presentations were made to departments on the product and assistance was provided to help departments identify their reporting needs.

A strong emphasis on user education was also continued through the year. Training was offered to all departments and the Branch's client service representatives worked with directors of administration to develop training packages to meet each department's specific needs.

The Branch completed an informatics plan for the central

systems during the year. This plan consolidated the improvements identified by the department committee and outlined short-term and long-term objectives for the systems.

Miscellaneous Information:

- . Programmer/analysts are responsible for maintaining 60 - 70 main system programs and approximately 200 report programs. These programs vary in size and complexity with the largest being payment voucher (15,000 lines of computer code).

- . There are 150 terminals hooked into the system. These terminals are located throughout government.

- . Security profiles are maintained for 465 authorized users.

- . Report distribution files are maintained for 400 report recipients.

- . Twenty-nine training seminars were conducted.

- . Client service representatives respond to 300 - 400 telephone calls per month. Calls include requests on how to use the systems, how to obtain requestable reports, problems interpreting output and problems with terminals, printers, etc.

2. Budget Preparation System

Similar to the Revenue and Expenditure System, efforts were directed at stabilizing the software and identifying operating efficiencies. During the year, several enhancements were made to Budget System reports.

Miscellaneous Information:

- . Programmer/analysts are responsible for maintaining 25-30 system programs and 20 report programs.

- . During the year, eight seminars were conducted.

- . Security profiles are maintained for 160 authorized users.

3. Human Resource System

Conversion on a department-by-department basis continued through the fiscal year. Personnel conversion was completed in February, 1987 for all departments. Payroll conversion was completed in Supply and Services, Agriculture, Highways and Education by March 31, 1987 and underway in the remaining departments of Health, Social Services, Parks and Justice. Full

implementation date for payroll continues to be July, 1987.

An agreement was made with the Saskatchewan Property Management Corporation for their continued use of HRS after the Corporation was formed March, 1987.

At March 31, 1987 approximately 6,000 employees were being paid by HRS with 13,700 employees on the personnel database. Miscellaneous Information:

As at March 31, 1987:

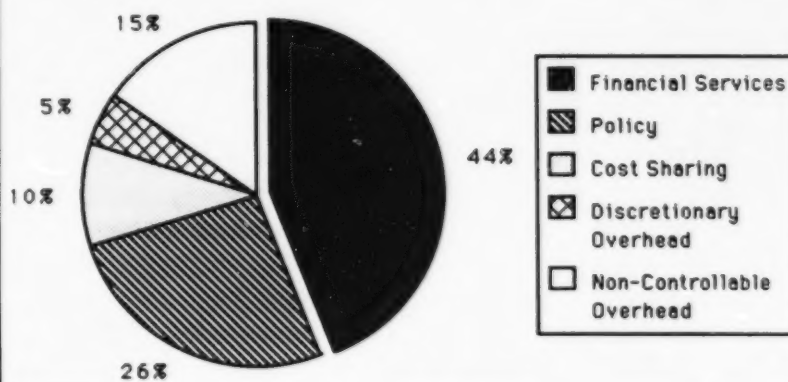
terminals hooked in-	85
security profiles having access to HRS-	100
training sessions given-	36
average number of phone calls per month-	250 - 300

Financial Management Branch

The Financial Management Branch is responsible for assisting the Provincial Comptroller to monitor the government's financial process and fulfills this mandate by:

a) Developing accounting and reporting policy for Treasury Board. Furthermore, through directives contained in the

**Financial Management Branch
Analyst Time Allocation 1986-87**



government's Financial Administration Manual and Payroll Administration Manual, the Branch clarifies policy and sets out procedural requirements for departments;

b) Approving new departmental financial systems;

c) Reviewing draft legislation and regulations to ensure consistency and compatibility with existing legislation and policy and to ensure that responsibility and accountability for financial management are clearly defined;

d) Auditing federal-provincial cost sharing claim statements and monitoring the receipts of monies from the federal

government;

e) Reviewing and approving the form and content of financial statements of various boards and agencies and providing advice on accounting matters. Annually, approximately 116 sets of financial statements must be reviewed before tabling in the Legislature;

f) Reviewing the Provincial Auditor's reports to ensure that departments take cost-effective remedial action on control problems;

g) Providing advice to departments on problems they are experiencing and help to implement solutions as appropriate;

h) Providing directives and expertise respecting payroll procedures. This activity includes maintaining a payroll administration manual, training payroll clerks, responding to inquiries and providing input to government negotiators during contract negotiations.

1986-87 Activities

During the year, the Branch employed an average 21 financial analysts and 4 support staff as compared with 25 and 5 respectively for 1985/86.

The total analyst hours for 1987 were 46,905 as compared with 52,698 in 1986.

In 1986-1987, the Branch carried 65 financial projects each month with 67 projects being completed during the year. These projects ranged from financial system review and approval to financial problem solving and program implementation.

Significant projects during the year were as follows:

1. The Saskatchewan Pension Plan

Five staff members were seconded to the Saskatchewan Pension Plan for approximately seven months, to assist in the startup and implementation of the plan, as well as its operation during the first critical year.

2. Sask Expo

Approximately 2,300 hours of analyst time was spent on the setup, operation and disestablishment of Sask. Expo. Financial Management Branch analysts were directly responsible for the financial controls and financial operations of the Saskatchewan pavilion.

3. Banking and Cash Management

The Branch was involved in implementing a new government banking strategy that will produce annual savings estimated at \$3,000,000 (1,900 hours).

4. Student Loan System

The Branch spent approximately 1,400 hours to

Financial Management Branch Cost Sharing Unit Statistics:

	<u>1986/87</u>	<u>1985/86</u>
Number of Claims Conducted	97	88
Claims Certified	\$378,328,168	\$341,937,397

Financial Management Branch Miscellaneous Operating Statistics

<u>Description</u>	<u>Hours</u>
Hours spent in responding to various financial queries	2,076
Hours spent in reviewing 252 pieces of legislation and regulations	1,075
Review and approval of 127 Government Entities' financial statements	450
Investigation of 58 Provincial Auditor Management Letters	1,462

assist the Department of Education in addressing financial control concerns in student loan programs.

5. Justice - Departmental Controller Secondment

An analyst was seconded to the Department of Justice to backfill a temporary vacancy during a period of heavy financial systems development.

6. Investment and Financial Services Operational Review

In excess of 900 hours was spent evaluating the effectiveness of the accounting and the internal controls of the investments management function.

7. Sinking Fund System Internal Control Review

The review and approval of a new computer system and related internal control procedures for the province's sinking funds (675 hours).

The Branch committed in excess of 12,000 hours to policy development to assist the government in administering public money. This activity involves maintaining the Payroll and Financial Administration Manuals as well as development of new policies.

The most significant policies included:

- Preparation of a Regional Colleges Accounting and Reporting Manual.
- Reformatting of Volume III of the Public Accounts - preparation of the 1985-86 Public Accounts; the operation of trust and special purpose funds; and the reporting and control of accounts receivable.

In addition, the Branch spent 2,076 hours responding to various financial queries; reviewed 252 pieces of legislation and regulations which consumed 1,075 hours of analyst time; reviewed and approved 127 financial statements of government entities; and, investigated 58 Provincial Auditor Management letters.

The Cost Sharing Unit conducted 97 audits and certified claims for \$378,328,168 as compared with 88 claims and \$341,937,397 in 1985-86. These activities required staff resources of 4,700 hours.

Revenue Division



Len Rog
Executive Director

Revenue Division

The Revenue Division administers Saskatchewan's direct consumption taxes, selected miscellaneous revenue sources and certain grant and refund programs, including the Mortgage Interest Reduction Plan, the Mortgage Protection Plan, the

Farmers' Oil Royalty Refund Program and the Provincial Disaster Assistance Program.

The Division also administers the Stock Savings Tax Credit Program and the Corporate Tax Reduction for New Small Businesses Program.

The Division is organized along functional lines into three branches: Revenue Operations, Audit and Investigation and Revenue Policy and Monitoring.

Revenue Operations Branch

The Revenue Operations Branch is responsible for:

- a) licensing vendors to collect taxes and maintaining a tax roll of vendors who collect and remit taxes;
- b) providing information to taxpayers and the general public to assist them in

understanding tax, refund and rebate programs;

c) processing, depositing and reconciling revenue;

d) providing a collection service for the Revenue Division; and

e) operating refund and rebate programs administered by the Revenue Division.

The collection, processing and taxpayer service activities for the Education and Health Tax, Liquor Consumption Tax, Tobacco Tax, Corporation Capital Tax and other miscellaneous revenues and refund programs are centralized within the Revenue Operations Branch.

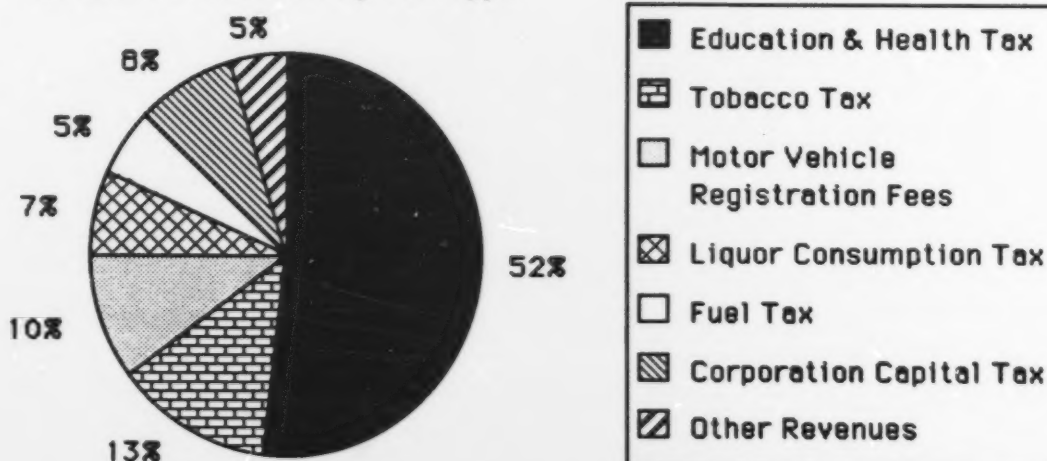
1986-87 Activities

The Revenue Operations Branch collected approximately \$605 million in taxes and other levies and processed 231,000 returns in

Revenue Collection (in thousands of dollars)

	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>
Education and Health Tax	\$ 304,698	\$ 333,009	\$ 314,323
Tobacco Tax	59,967	70,391	78,584
Motor Vehicle Registration Fees	57,346	60,280	61,255
Liquor Consumption Tax	40,316	41,287	42,274
Fuel Tax	32,108	30,723	31,541
Corporation Capital Tax	27,885	30,530	48,256
Other Revenues	26,396	25,901	28,428
Total	\$548,716	\$592,121	\$604,661

Revenue Collection by Tax Type



1986-87.

During 1986-87, the Branch contacted 4,214 new and 396 existing businesses to assist them in understanding their tax related responsibilities. Also, more than 12,000 tax-related inquiries from vendors, taxpayers and the general public were answered.

The Branch paid \$1.2 million in benefits under the Mortgage Interest Reduction Plan and the Mortgage Protection Plan to Saskatchewan homeowners.

Under the Farmers' Oil Royalty Refund Program, \$20.8 million was paid to 26,578 Saskatchewan Farmers

Number of Taxpayers, Vendors and Collectors by Major Tax Type 1986-87

Education and Health Tax	32,028
Liquor Consumption Tax	1,454
Corporation Capital Tax	937
Tobacco Tax	177

Refunds Processed 1986-87

	Number	Value
Education and Health Tax	569	\$ 1,215,134
Liquor Consumption Tax	12	2,663
Corporation Capital Tax	374	8,194,066
Capital Gains Tax Rebate	12,165	10,951,442
Mobile Home Refunds	283	219,569
Other	198	19,407

	Issued	Cancelled
Education and Health Tax		
Vendors	3,726	2,956
Consumers	852	654
Liquor Consumption Tax	261	220

in 1986-87.

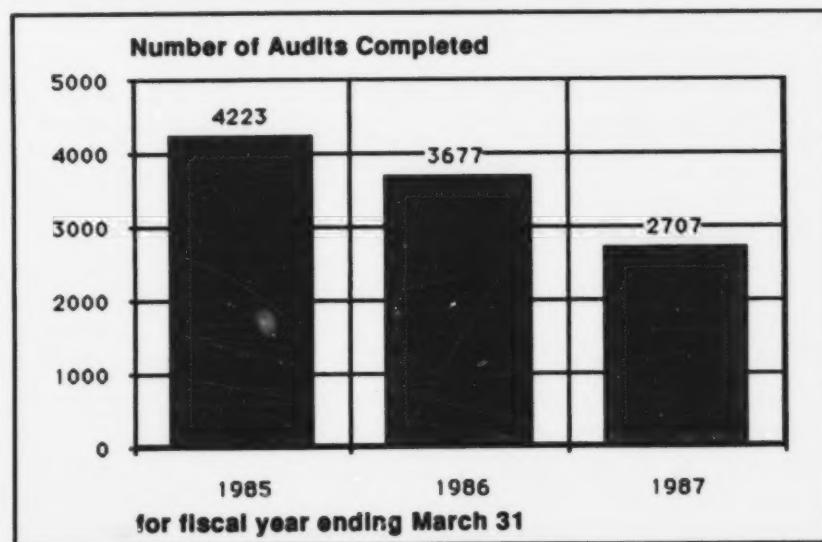
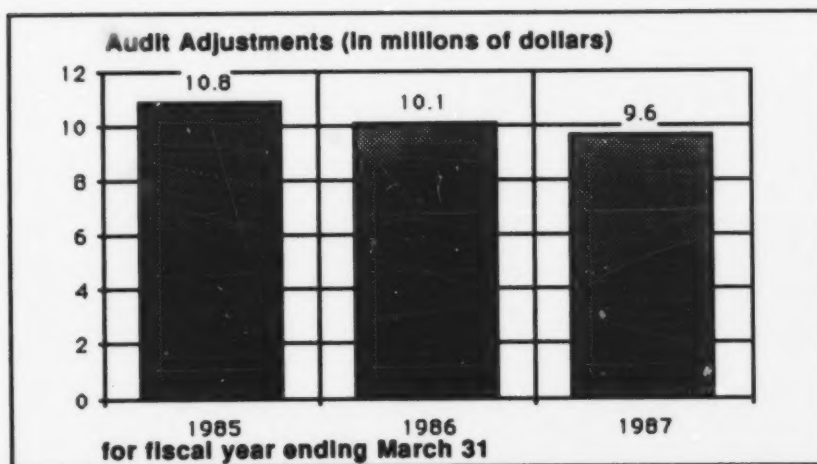
To protect tax revenues owed to the province the Branch issued 424 legal documents.

The Revenue Operations Branch also assumed responsibility for the Mortgage Protection Plan in 1986-87.

Audit and Investigation Branch

The Audit and Investigation Branch is responsible for the development, planning and implementation of audit programs. These programs are designed to ensure that taxpayers who remit tax, or who qualify for refunds, are treated equitably and in accordance with the statutes and regulations.

The Branch is required to conduct audits under The Education and Health Tax Act, The Liquor Consumption Tax Act, The Fuel Tax Act, The Tobacco Tax Act, The Corporation Capital Tax Act, the Capital Gains Tax Rebate Program, the Stock Savings Tax Credit Program, the Corporate Tax Reduction for New Small Businesses Program, the Canadian Agreement on Vehicle Registrations and the



Interprovincial Sales Tax Arrangement.

To meet its responsibilities, the Audit and Investigation Branch:

- a) develops audit philosophy, programs and procedures;
- b) conducts field and desk

audits;

c) develops and conducts post-audit review programs;

d) investigates taxpayer complaints; and

e) initiates audit action for the tax statutes and regulations.

Audit Regions



- 1 Regina Region
2 Saskatoon Region
3 Prince Albert Region

The Branch provides assistance and guidance to taxpayers and acts as a liaison with other departments and other provincial governments to ensure that interprovincial agreements are properly administered.

1986-87 Activities

During 1986-87, the Branch conducted 2,707 audits which resulted in adjustments of \$9.6 million.

The Audit and Investigation Branch assumed responsibility for the Stock Savings Tax Credit Program and the Corporate Tax Reduction for New Small Businesses Program.

During the year, seven corporations received Certificates of Eligibility under the Stock Savings Tax Credit Program and one corporation was declared eligible under the Corporate Tax Reduction for New Small Businesses Program.

As a result of the elimination of the Capital Gains Tax Rebate Program, nearly 12,500 applications were audited and approved for refund (these audits are not included in the charts of audit activity).

Revenue Policy and Monitoring Branch

The major responsibilities of the Revenue Policy and Monitoring Branch include:

- formulating consistent and uniform policies related to the collection of taxes and the provision of rebates and refunds;
- acting as liaison with the Department of Finance on taxation matters related to programs administered by the Division;
- monitoring the activities of the Revenue Operations Branch and the Audit and Investigation Branch; and

d) providing interpretations of taxing statutes and rulings.

The Branch also acts as a liaison with other jurisdictions in matters affecting taxation programs assigned to the Revenue Division.

1986-87 Activities

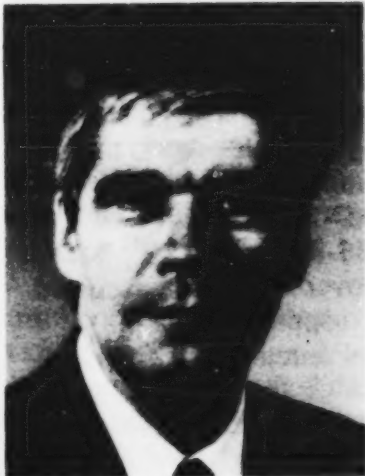
Revenue Division assumed the responsibility for the administration of the Stock Savings Tax Credit Program and the Corporate Tax Reduction for New Small Businesses Program.

The Revenue Policy and Monitoring Branch assisted in establishing the legislation and regulations for these programs.

During 1986-87, the Branch provided tax information to vendors and taxpayers by issuing 23 new or revised Information Bulletins.

The Revenue Policy and Monitoring Branch prepared amendments to several tax statutes and regulations resulting from the March, 1986 Budget.

Public Employees Benefits Agency



Brian Smith
Executive Director

Public Employees Benefits Agency

The Public Employees Benefits Agency administers various pension and benefit programs for the public service and some crown corporations, boards and agencies.

Pension Administration Branch

In 1986-87, the Agency was responsible for the administration of the following pension plans:

- 1) the Public Employees (Government Contributory) Superannuation Plan;
- 2) the Public Service Superannuation Plan;

- 3) the Judges of the Provincial Court Superannuation Plan;
- 4) the Members of the Legislative Assembly Superannuation Plan;
- 5) the Saskatchewan Transportation Company Superannuation Plan;
- 6) the Anti-Tuberculosis League Superannuation Plan;
- 7) the Workmen's Compensation Board Superannuation Plan; and
- 8) the Liquor Board Superannuation Plan.

1986-87 Activities

The government has recognized the need to maintain the purchasing power of pensions paid to its superannuates. Supplementary allowances have been provided in years past to offset the eroding effect inflation has on the

value of fixed pensions. In 1986-87, a supplementary allowance increase of 2.16% was granted to superannuates of the Public Service Superannuation Plan. This represents 60% of the rise in the Consumer Price Index for Saskatoon and Regina.

The investment earnings for the Public Employees Superannuation Plan's fund allowed the Public Employees Supervisory Board to declare an interest rate of 14.41% for the 1986-87 fiscal year. Earnings of the fund during the year are distributed to members' accounts at the end of each year. The fund's balance continued to grow to a total of approximately \$350 million at the end of 1986-87.

The Agency undertakes actuarial valuations of the government's pension plans on a regular basis. A valuation was commissioned

Accounts administered by the Public Employees Benefits Agency by type as of March 31, 1987

Pensions *	27,670
Group Life Insurance Plan	29,500
Disability Income Plan	10,445
Dental Plan	25,445

* This number includes employees contributing to pensions plans as well as those drawing a pension.

on the Liquor Board
Superannuation Plan in 1986.

Benefits Administration Branch

The Agency also administers the Government of Saskatchewan Public Employees Group Life Insurance Plan, the Public Employees Dental Plan and the Government of Saskatchewan Public Employees Disability Income Plan.

The Group Life Insurance Plan provides life insurance coverage to employees, their spouses and children. The plan also includes additional accident coverage for employees.

The Dental Plan provides reimbursement to offset dental costs to certain employee groups. The plan reimburses employees, within limits, to 100% of preventative work, 75% of routine work and 50% of major restorative work.

The Disability Income Plan protects employees against financial hardship should they become disabled either at work or at home. The plan provides for 75% of the employee's predisability income to those who are

Group Life Claims for the Year Ending Dec. 31, 1986

Employee Life Claims	77
Employee Spouse and Dependent Claims	72
Accidental Death	<u>7</u>
Total	156

Paid up Certificates Issued	356
Conversion Options Exercised	14

Dollar Value of Settlements	\$5,817,449
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Disability Income Plan for Year Ending Dec. 31, 1986

Active Claimants at Year End	190
Dollar Value of Claims Processed	\$3,919,516

Public Employees Dental Plan for Year Ending Dec. 31, 1986

Number of Claims Processed	31,159
Dollar Value of Claims Processed	\$2,280,457

disabled for longer than four months.

Benefits may continue for up to 20 months for those who are disabled for their own occupation or until age 65 for those who are disabled for any occupation. The administration of the Disability Income Plan is governed by the Disability Income Plan Council which is composed of representatives of the various participating employee and employer groups.

1986-87 Activities

Effective April 1, 1986 the Public Employees Dental Plan Dentist and Denturist reimbursement schedules each increased by an overall 3.57%. The dental claim form was approved by The College of Dental Surgeons of Saskatchewan which eliminates problems incurred by employees in having the form completed. Employees were provided with a copy of the revised reimbursement schedules.

The Disability Income Plan Advisory Council approved a motion to apply a 3% cost of living adjustment increase October 1, 1986 to claimants who were entitled to receive disability benefits prior to October 1, 1986.

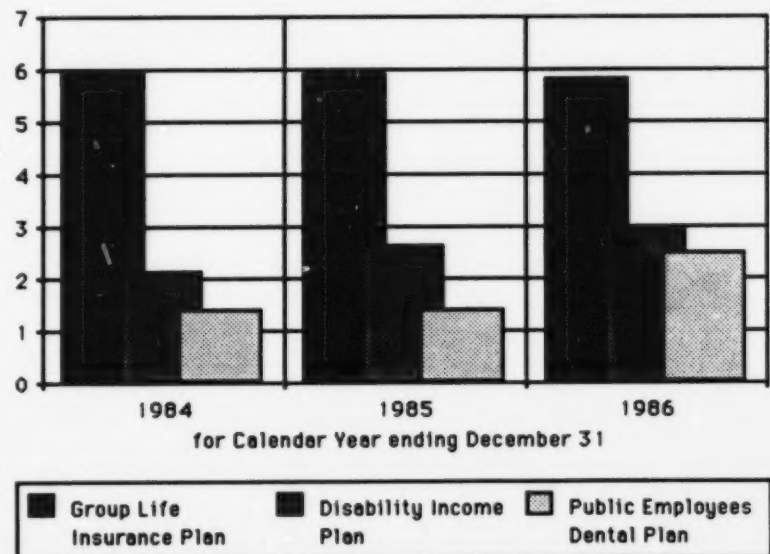
The Public Employees Benefits Agency drafted a Deferred Salary Leave Plan to help employees save income monthly on a pre-tax basis for a pre-determined period of absence. Implementation of the plan is largely dependent upon approval of Revenue Canada legislation and regulations pertaining to this type of benefit plan.

The Agency provided seminars throughout the province to various employer and employee groups.

Financial Services Branch

The Branch ensures the existence of effective financial and information systems, produces financial information for decision making purposes and provides payroll services to the pension plans.

**Payments Under Benefit Programs
In Millions of Dollars**



1986-87 Activities

The Branch introduced new procedures to enhance the daily cash flow forecasting for the Public Employees Superannuation Plan and the Public Employees Dental Plan.

The introduction of these procedures has resulted in a significant reduction in daily outstanding cash balances and thereby enhanced the investment earnings potential for each of the plans.

The Branch also initiated further improvements in the

management of the banking activities for six of the pension funds. The Branch consolidated the banking activities for six of the pension funds and consolidated all of the pension banking activities into one bank location. The centralization of banking activities has achieved reductions in service charges, increased daily interest earnings for funds on deposit and streamlined daily and monthly administration procedures at the Branch.

Administration Division

Administration Division

The Administration Division supplies those services to the Department of Revenue and Financial Services which are necessary for its day to day operation. These services include: financial, personnel and support services, including communications.

The activities of each of the three branches of the Administration Division for the 1986-87 fiscal year are described.

Financial Services Branch

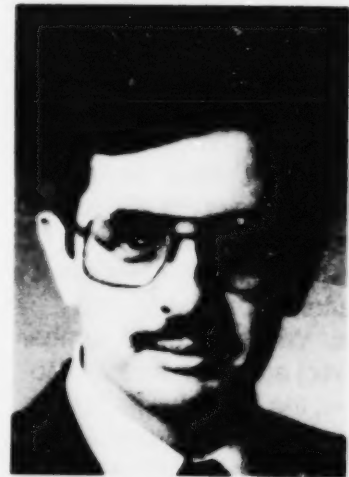
The Financial Services Branch provides accounting, payroll and budgeting services to the Department of Revenue and Financial Services and eight client agencies, specifically, Finance, Executive Council, Telephones, Science and Technology, Provincial Secretary, Local Government Finance Commission, Women's Secretariat and the Indian and Native Affairs Secretariat. In addition, the Branch houses the "Super Payroll" unit to provide payroll processing expertise to nine other government departments.

1986-87 Activities

In March 1986, the Financial Services Branch served as the pilot department for the implementation of the automated payroll system. The implementation was highly successful and the new system was well accepted by our employees and managers.

In June 1986, as a result of the recommendations made by the government-wide Task Force on Human Resources, the payroll unit was asked to assume payroll processing responsibilities for several additional government departments. Over the summer months, we gradually assumed the new payrolls, converted the records to the automated system and trained three new employees. By October 1986, the Super Payroll Unit was processing payrolls for eighteen departments on the automated Human Resources System.

During the last quarter of 1986-87, several of our client departments were amalgamated with other larger departments. Consequently, at this time, the major activity in the Branch was assisting both the



Bill Van Sickle
Executive Director

"old" and the "new" departments as they prepared for and implemented the changes.

Human Resources Branch

The Human Resources Branch is responsible for providing human resource management services to the Departments of Revenue and Financial Services, Finance and several client agencies. Services include staffing; classification; employee relations; contract, benefit and salary administration; manpower planning and development; and personnel information and record keeping.

1986-87 Activities

During the year personnel services and functions were reorganized throughout government. As a result, six of the eleven client agencies served by the Branch were assisted in the establishment of autonomous personnel units. With a reduced number of client agencies and staff to serve, the Branch was able to reduce its professional staff complement by 3 person years. Additionally, the Branch undertook an internal review to downsize and streamline its operations. The end result was a more responsive and efficient service.

Changes occurred in other areas of the Department as well which involved the services of Human Resource Branch staff. Major projects included: the downsizing of the Comptroller's Division resulting from the introduction of the automated Revenue and Expenditure System and the Human Resource System; the creation of the Saskatchewan Pension Plan; the acquisition of non permanent staff for the Farmers' Oil Royalty Rebate Program and Capital Gains Tax Rebate Program in

Revenue Division; and the announcement of the Early Retirement Program in Public Employees Benefits Agency. Additionally, arrangements were made to convert the out-of-scope support staff to the new Management Support Group classification series.

Support Services Branch

The Support Services Branch is responsible for acquiring supplies, equipment, telephones, space and furniture for the Department of Finance and its client departments and agencies. As well, the Branch offered communication assistance to department managers.

1986-87 Activities

During the year the Branch continued implementing new record keeping systems on the micro-computer. These systems will assist the client agencies to monitor such things as fixed assets and periodical subscriptions.

In communications, the Branch continued to supply information materials such as organization charts and annual reports to the Department. Divisions within the Department began using

the computer to design communication materials and this dramatically shortened turnaround time, reduced costs, and improved the quality of materials designed by the Department.